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Administration Department of



Our Mission

that serve the citizens of Montana. to state agencies, state employees, and responsive services and local governments lo provide professional

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155 Exhibit No Department of Adminiskation 125 N. Roberts; Mitchell Blad. Rm. 190 Roy 200101 Helena, MT 59620-0001 Fax: (406) 444-6184 Phone: (406) 444-2032 PO Box 200104

An Equal Opportunity Engeloyer

employees, local governments, and Montana citizens in the following areas: The Department of Administration provides services to state agencies, state

Administrative Financial Services

- Accounting and financial reporting
- Warrant writing
- Local government technical assistance and training
- Audit review and enforcement for local governments
- State-bonded indebtedness administration
- State treasury services

Architecture and Engineering

- State building remodel and construction management
- Long-range building program

Banking and Financial Institutions

State financial institutions oversight and regulation

General Services

- Capitol Complex building maintenance and security
- Purchasing and surplus property administration
- Printing, mail, and messenger services

Health Care and Benefits

- Group Benefits administration
- Workers' Compensation disability management

Information Technology Services

- Information systems development
- Centralized computer and data network operations
- Telecommunications
- Data processing

Risk Management and Tort Defense

- Property and casualty insurance coverage
- Tort Claims Act administration

State Office of Labor Relations

- Labor relations
- Labor negotiations

State Personnel

- Personnel management
- Central payroll system

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Administratively-attached agencies

Board of Examiners

Approves the sale of bonds for the State

Burial Preservation Boara

 Carries out duties under the Human Skeletal Remains and Burial Site Protection Act, the Repatriation of Human Remains and Funerary Objects Act

Consensus Council

Builds agreement on public policy issues

Public Defender Commission

• Insures equal access to justice to Montana's indigent population

Public Employees' Retirement Board

 Administers eight retirement systems and the State's Deferred Compensation Plan

State Board of County Printing

Establishes county printing rates

State Compensation Insurance Fund Board of Directors

Governs the administration of the State Fund, which is the nonprofit publicly-owned workers' compensation insurance carrier for the State.

State Lottery Commission

Designs and markets lottery games

State Tax Appeal Board

 Hears appeals from citizens and businesses concerning tax assessments

Teachers' Retirement Board

Administers the teachers' retirement system